

**National Healthcare Foundation Skill Standards
Certificate Program
Student Portfolio Rubric**

	4	3	2	1
1. Letter of Introduction	<ul style="list-style-type: none"> -Addressed to evaluation committee -Spelling and grammar are error free -Career goal stated 	<ul style="list-style-type: none"> -Addressed to evaluation committee -Spelling and grammar errors are infrequent and do not detract from the writer's purpose -Career goal stated 	<ul style="list-style-type: none"> -Not addressed to evaluation committee -Spelling and grammar errors are frequent and deflect attention from the writer's purpose -Career goal stated 	<ul style="list-style-type: none"> -Not addressed to evaluation committee -Spelling and grammar errors are frequent and severe making reading laborious -Career goal not stated
2. Resume	<ul style="list-style-type: none"> -One page resume includes name, address, objective, experience, education, awards and recognitions 	<ul style="list-style-type: none"> -One page resume missing one of the required fields 	<ul style="list-style-type: none"> -Resume missing two of the required fields or resume longer than one page 	<ul style="list-style-type: none"> -Resume missing three or more of the required fields
3. Health Care Project	<ul style="list-style-type: none"> -Project demonstrates relationship to health science education or community healthcare issue -Project depicts the pros and cons of a healthcare issue -Project shows how problem solving techniques were used during implementation 	<ul style="list-style-type: none"> -Project demonstrates relationship to health science education or community healthcare issue -Project depicts only the pros or cons of a healthcare issue -Project shows how problem solving techniques were used during implementation 	<ul style="list-style-type: none"> -Project demonstrates relationship to health science education or community healthcare issue -Project does not depict the pros or cons of a healthcare issue -Project shows that only limited problem solving techniques were used during implementation 	<ul style="list-style-type: none"> -Project demonstrates relationship to health science education or community healthcare issue -Project does not depict the pros or cons of a healthcare issue -Project does not show how problem solving techniques were used during implementation

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<p>4. Writing Sample</p>	<p>-Addresses the six essay questions listed in the writing sample</p> <p>-Demonstrates a focused and clear understanding of the questions</p> <p>-Skillfully supports statements with relevant, accurate and sufficient evidence</p> <p>-Smoothly connects ideas, sentences and paragraphs</p> <p>-Spelling and grammatical errors are nearly undetectable</p>	<p>-Addresses five essay questions listed in the writing sample</p> <p>-Adequately focused on answering the questions</p> <p>-Supported the questions with relevant, accurate and sufficient evidence</p> <p>-Ideas, sentences and paragraphs are connected</p> <p>-Spelling and grammatical errors are infrequent and do not detract from the writer's purpose</p>	<p>-Addresses three or four of the essay questions listed in the writing sample</p> <p>-Vaguely answers the questions or shows a lack of understanding of the questions</p> <p>-Some of the supporting statements are underdeveloped or illogical</p> <p>-Some ideas or sentences are unconnected</p> <p>-Frequent spelling or grammatical errors detract attention from the writer's purpose</p>	<p>-Addresses two or less of the listed essay questions in the writing sample</p> <p>-Lacks focus when answering the questions</p> <p>-Does not provide supporting statements</p> <p>-Many ideas or sentences are not connected.</p> <p>-Frequency or severity of spelling or grammatical errors makes reading laborious</p>
<p>5. Work-based Learning</p>	<p>-Evidence of eight or more hours of work-based learning, job shadowing, internship, career exploration or volunteering</p>	<p>-Evidence of six or seven hours of work-based learning, job shadowing, internship, career exploration or volunteering</p>	<p>-Evidence of four or five hours of work-based learning, job shadowing, internship, career exploration or volunteering</p>	<p>-Evidence of three or less hours of work-based learning, job shadowing, internship, career exploration or volunteering</p>

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<p>6. Oral Presentation</p>	<p>-Script of HOSA or health-related speech including who, where, what and when the presentation was conducted</p> <p>-An opening and a closing are present</p> <p>-The speech is cohesive and includes smooth transitions between thoughts</p> <p>-Grammatical errors are not detectable</p>	<p>-Script of HOSA or health-related speech including who, where, what and when the presentation was conducted</p> <p>-An opening and a closing are present</p> <p>-The speech is cohesive and transitions between thoughts are rough</p> <p>-Grammatical errors are infrequent and do not detract from the speech</p>	<p>-Script of HOSA or health-related speech including who, where, what and when the presentation was conducted</p> <p>-An opening and a closing are not present</p> <p>-The speech shows no evidence of cohesion</p> <p>-Grammatical errors detract from the speech</p>	<p>-Script of HOSA or health-related speech does not include who, where, what and when the presentation was conducted</p> <p>-An opening and a closing are not present</p> <p>-The speech is poorly constructed</p> <p>-Grammatical errors are frequent and make reading laborious</p>
<p>7. Service Learning</p>	<p>-Community service project includes dates, hours, location, learning outcomes and impact to community</p>	<p>-Community service project includes dates, hours and location but does not describe the learning outcomes or impact to community</p>	<p>-Community service project includes project and date</p>	<p>-Community service project was not conducted</p>
<p>8. First Aid & CPR</p>	<p>-Copy of current First Aid and CPR certificate/card</p>	<p>-Copy of current First Aid or CPR certificate/card</p>	<p>-Copy of expired First Aid and CPR certificate/card</p>	<p>-Copies of First Aid and CPR certificate/card not provided</p>

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9. Internet Application	-Evidence of completed web site, electronic newsletter or PowerPoint presentation -Internet Application is detailed and free of errors	-Evidence of completed web site, electronic newsletter or PowerPoint presentation -Internet Application is not detailed with minimal errors	-Evidence of completed web site, electronic newsletter or PowerPoint presentation -Internet Application has several errors	-No evidence of web site, electronic newsletter or PowerPoint presentation
10. Leadership	-Evidence of three or more positions of leadership	-Evidence of two positions of leadership	-Evidence of one position of leadership	-No evidence of leadership positions
11. Journaling	-Journal entry is legible -Projects a sincere voice -Entry is coherent	-Journal entry is legible -Projects a sincere voice	-Journal entry is legible	-No evidence of journal entry
12. Other Content: <ul style="list-style-type: none"> • Skill Certificates • Sterling Scholar • SAT / ACT • Etc. 	-Four or more additional items added to portfolio	-Three additional items added to portfolio	-One or two additional items added to portfolio	-No additional items were provided